

## **Commission on the Status of Women**

### **Bylaws: Section 3. Governance**

**A. Officers.** The Officers of the Commission shall be a Chair, a Vice-Chair and an Officer-at-Large. The duties of these Officers shall be those which generally apply to such officers, stated herein, and/or designated by the Commission.

**B. Term.** The term of Officers and appointments shall be for one (1) fiscal year from July 1st through June 30th.

**C. Qualifications for Officers.**

**1) Chair.** To serve as the Chair, a Commissioner shall:

- a)** have attended at least four (4) Regular Commission meetings within six (6) months prior to nomination.
- b)** be an able and willing communicator.
- c)** have contributed to the Commission's work by serving as a Coordinator, Liaison, or Chair/member of a committee.
- d)** express the intention to attend and lead at least ten (10) of the Regular Commission meetings during the one-year term.
- e)** have willingly accepted the designated duties assigned to the Chair.

**2) Vice-Chair.** To serve as the Vice-Chair, a Commissioner shall:

- a)** have attended at least four (4) Regular Commission meetings within six (6) months prior to nomination.
- b)** be an able and willing communicator.
- c)** have contributed to the Commission's work by serving as a Coordinator, Liaison, or Chair/member of a committee.
- d)** have expressed a willingness to support the Chair and to fulfill the other duties assigned.

**3) Officer-at-Large:** To serve as the Officer-at-Large, a Commissioner shall:

- a)** have attended at least four (4) Regular Commission meetings within six (6) months prior to nomination.
- b)** be an able and willing communicator.
- c)** have contributed to the Commission's work by serving as a Liaison, Coordinator, or chair/member of a committee.
- d)** have expressed a willingness to support the Chair, and Vice-Chair and to fulfill the other duties assigned.

**D. Powers and Duties of Officers.**

**1) Chair.** The duties of the Chair are listed below.

**a) Duties for Commission Meetings.** At Commission meetings, the Chair shall:

1. preside over Commission meetings, maintain orderly procedure in accordance with these Bylaws, and decide questions of procedure subject to the full Commission.
2. assist the other Officers and staff in developing the agenda for Commission meetings.
3. be entitled to vote only when it is necessary to break a tie vote.
4. be allowed to participate in discussion relating to any matters/he deems appropriate.
5. recognize any member of the Commission who desires to speak.
6. set and adhere to time-limits for any member of the public who desires to address the Commission.
7. rule on all procedural matters or questions not specifically addressed in these Bylaws, subject to the approval of the full Commission.

**b) Duties Related to Commission Operations.** The Chair shall:

1. serve as an ex-officio member of all committees.
2. participate, together with the other Officers and staff, in monitoring the progress of the Commission's work activities to ensure that the annual Work Plan goals are met and periodically make a progress report to the Commission.
3. serve as a resource to Commissioners in their efforts to contribute to the Commission's work and, when required, collaborate with other Officers and staff to resolve issues related to a Commissioner's fulfillment of designated duties.
4. represent and speak on behalf of the Commission at public meetings (e.g., Board of Supervisors meeting) on matters pertaining or relating to the Commission.

**2) The Vice-Chair.** The Vice-Chair shall:

- a)** preside over Commission meetings in the Chair's absence.
- b)** assist the other Officers and staff in developing the agenda for Commission meetings.
- c)** participate, together with the other Officers and staff, in monitoring the progress of the Commission work activities to ensure that the annual Work Plan goals are met.
- d)** serve as a resource to Commissioners in their efforts to contribute to the Commission's work and, when required, collaborate with

other Officers and staff to resolve issues related to a Commissioner's fulfillment of designated duties.

- e) fill a vacancy occurring in the office of Chair for the unexpired term.

**3) Officer-at-Large:** The Officer-at-Large shall:

- a) preside over Commission meetings in the absence of both the Chair and Vice-Chair.
- b) assist the other Officers and staff in developing the agenda for Commission meetings.
- c) participate, together with the other Officers and staff, in monitoring the progress of the Commission work activities to ensure that the annual Work Plan goals are met.
- d) serve as a resource to Commissioners in their efforts to contribute to the Commission's work and, when required, collaborate with other Officers and staff to resolve issues related to a Commissioner's fulfillment of designated duties.
- e) fill a vacancy occurring in the office of Vice-Chair for the unexpired term.

**E. Nominations and Elections.** At the Regular Commission meeting in May, the Chair will read the duties and qualifications of Chair from the By-Laws, and nominations will be taken from the floor. Any qualified Commissioner is eligible to be nominated (or to nominate him/herself). The same process shall then be followed for taking Vice-Chair nominations and subsequently for taking Officer-at-Large nominations.

Elections shall be held at the next Regular Commission meeting, and Officers shall be elected by a simple majority vote. If a Commissioner is unable to attend the Commission meeting, s/he can be nominated and elected, based on prior verbal/written statement that if elected s/he will accept the position and fulfill the duties of the office.